

## Agenda Report

TO:

CITY COUNCIL

**DATE:** MARCH 8, 2004

FROM:

CITY MANAGER

**SUBJECT:** AUTHORIZATION TO ENTER INTO A CONTRACT WITH AMERIPRIDE

UNIFORM SERVICES TO SUPPLY UNIFORMS TO CITY EMPLOYEES -

CITYWIDE

## RECOMMENDATION:

It is recommended that the City Council i) accept the bid dated February 3, 2004, submitted by AmeriPride Uniform Services to supply uniforms to city employees ii) reject all other bids and iii) authorize the City Manager to enter into a three-year contract, with two optional one-year extensions, subject to the approval of the City Manager and without further City Council approval, with AmeriPride Uniform Services. The contract shall not exceed \$125,000 annually.

## **BACKGROUND**

Uniforms are worn by a number of city staff. The contract covering the uniform requirements of the Water and Power Department and Public Works and Transportation Department, Information Services, Information Technology and the Police Heliport has expired.

Consequently, staff prepared a specification that was advertised in the Pasadena Journal as well as the City's Bid opportunity web site. Twenty vendors received copies of the specifications with four responding at the bid opening of February 3, 2004.

The bids were evaluated based upon the grand total cost for uniform rental for four hundred city employees on a weekly basis. The results are as follows:

\$2,046.05
\$2,345.83
\$2,417.15
\$2,703.67

AmeriPride Uniform Services had the lowest evaluated bid and is responsive to the requirements of the specifications. Based on this, it is recommended that the City

MEETING OF 03/08/2004

AGENDA ITEM NO. 4.A.2.

Council authorize the City Manager to enter into a contract with AmeriPride Uniform Supply for a period of three years with two optional one-year extensions. The Contractor may request price increases at the conclusion of each contract year as long as the requested increases do not exceed the rate of change reflected by the then current Consumer Price Index (CPI).

## **FISCAL IMPACT**

Funds are available in the operating budgets of various individual departments using uniform rental. Their accounts will be charged accordingly

Respectfully submitted,

Cynthia J. Kurtz

City Manager

Approved by:

√√y M. Goldstone Director of Finance

Prepared by:

Purchasing Administrator